

**ALABAMA BOARD OF PARDONS AND PAROLES**  
**REQUEST FOR PROPOSALS:**  
**Thomasville L.I.F.E. Tech Transition Center**  
**Drug/Alcohol Treatment and Mental Health Counseling**

**Purpose of RFP**

The Alabama Board of Pardons and Paroles (hereinafter, "the Board") is seeking proposals from qualified professionals to provide intensive drug/alcohol outpatient treatment, mental health counseling and re-entry services to parolees and probationers residing at the Board's LIFE Tech Transition Center in Thomasville, Alabama (Clarke County).

**Background**

The Board recognizes a strong correlation between success on parole for inmates recently released from state penitentiaries and re-entry services received prior to release on parole. With this in mind, the Board created its LIFE Tech program to provide treatment/counseling services, vocational skills training, and educational services to parolees/probationers in order to equip them with skills necessary for successful reentry into society. The Board specifically seeks to improve the level of functioning of parolees/probationers released from LIFE Tech in all major life domains as they establish a new life after incarceration, thereby reducing chances for recidivism.

The Thomasville LIFE Tech program is administratively run and supervision of parolees/probationers is provided by the Board and its probation and parole officers, along with support staff members. Other components of the program are provided through collaboration with the Alabama Department of Rehabilitation Services and the Alabama Department of Postsecondary Education, specifically through Alabama Southern Community College.

The Thomasville program primarily serves male parolees after their release from prison, but also selects male probationers. All clients will have some degree of involvement the criminal justice community. Some will have Class A felonies on their record.

The contract services for drug/alcohol treatment and mental health counseling are an integral part of the LIFE Tech program. The treatment and counseling received by those parolees/probationers participating in the LIFE Tech program is, for some, the only such treatment/counseling they will receive, and for all, part of the transformative process the program offers, which has made successful integration of parolees/probationers back into society possible. Collaboration with the Board, as well as other LIFE Tech contributing state entities is required to produce a maximum benefit to those parolees/probationers served.

LIFE Tech has received positive feedback from stakeholders in Alabama's criminal justice system and State government, as well as from those local communities, which have been positively impacted. The Board invites you, as a potential service provider, to submit a proposal. Your interest in making a positive impact and contributing to the successful operation of the Board's LIFE Tech program is welcome!

**Requirements**

Vendor must be certified to provide substance abuse treatment services by the Alabama Department of Mental Health or have an application on file prior to any contract award. Contracts may be awarded contingent upon successful completion of the certification process. Vendor shall submit evidence of such certification along with its proposal.

Vendor will provide a minimum of three (3) professional references, including the reference's name and phone number. References should be capable of speaking to similar contracts/services rendered by Vendor.

LIFE Tech currently offers a thirty week program, split into three parts: orientation and assessment (one week), treatment (eleven weeks), and education (eighteen weeks). The facility is set up as a college campus with residents

attending classes throughout the day. Educational services including a GED program are provided through Alabama Southern Community College, which has a satellite campus, the LIFE Tech Institute, on site. State Vocational Rehabilitation also has a satellite office on the campus to aid residents who are assessed as disabled but desire employment. Treatment and counseling services are currently provided by a contract entity through Pardons and Paroles, while Pardons and Paroles also handles the administration of the overall program and provides for the supervision of those parolees/probationers participating.

Vendor's services will be required during the initial, one week assessment phase and the eleven week treatment phase of the program.

Each parolee/probationer's participation in the program shall be based on an individualized assessment of their needs. Vendor will conduct initial assessments for individual residents upon their arrival onsite and assign each individual to an appropriate or specialized treatment group. Assessments must be used to identify the needs of each resident to ensure appropriate placement. Individualized assessment of each client's needs is a requirement. At a minimum, Vendor should evaluate the following dimensions: family dynamics, recreation and daily activity needs, criminal justice system history/involvement, social support and roles, educational and vocational functioning, biomedical functioning, spirituality, cultural/ethnic identity, mental and psychological status, abuse history (as victim or perpetrator), stages and motivation for change, life and environmental issues, other risk and protective factors.

The successful vendor will create a drug treatment program based on the intensive outpatient evidenced based model created by the Alabama Department of Mental Health for a population of approximately one hundred twenty recently paroled males (leaving prison) and some probationers accepted from judicial districts across the state. The treatment program must be structured to meet the needs of the resident population including those with functional mental health issues. The program shall be designed to correspond with the current program and shall address the following goals and objectives: sobriety, recidivism, employment, housing, family reunification, and mental health. Since all residents require some level of treatment, the successful vendor will offer a continuum of services and support systems including, but not limited to: life skills, health awareness, parenting, family reunification, criminal thinking, domestic violence, socialization, HIV risk education, and anger management, as well as treatment services for drug and alcohol addiction and substance abuse relapse prevention.

The Board encourages the use of local and statewide charitable resources and service providers. The successful candidate will have relationships with local, state, charitable, and federal agencies for housing, Social Security benefits, aftercare, mental health needs and other services that will benefit residents. AA and NA groups may be conducted by local organizations that provide services to the community.

The Board is also interested in family reunification programs for residents who have been incarcerated. The successful candidate will offer programs to reunite families and help residents develop parenting skills.

Case management reentry services will be required of Vendor to assist residents with obtaining Social Security benefits, housing, aftercare, job placement, and continued mental health treatment upon their graduation from the program. Case management will also track graduating residents for three years to determine the effectiveness of their services.

While the program is currently designed with a twelve week treatment and assessment phase, it may be potentially be modified if agreed upon by the Board to fit the needs of the treatment provider.

Residents are available for group and individual counseling five days a week and on weekends. Vendor must meet the Alabama Department of Mental Health's minimum requirements for the number of group hours and individual sessions provided for each individual participating in an intensive outpatient treatment program. Group and individual counseling services should be provided to residents at a minimum of five (5) days a week for seven (7) hours a day, Monday through Friday, during the hours of eight (8) o'clock A.M. and four (4) o'clock P.M. Individual sessions are a program requirement and group sessions will not take the place of individual sessions.

The provider is encouraged to use all available resources for resident activities. However, all offsite activities must be scheduled in advance and are subject to the discretion of the Board's Life Tech Center staff to ensure public safety.

The successful candidate will also offer treatment services for residents with mental illness and/or mental health related issues, including not limited to: (1) treatment with a psychiatrist that holds a license as a medical doctor in the State of Alabama and is otherwise qualified to practice psychiatry in the State of Alabama and (2) scheduling psychiatric appointments for residents with that psychiatrist. Medication will be prescribed and/or provided to residents as needed. Preferably, Vendor will provide for these services directly, but may meet this requirement through the use of a subcontractor. After graduation, Vendor will be required to assist residents as needed with a local mental health provider for a continuation of care.

Vendor must assist the Board in creating specialized treatment groups for those residents suffering from mental illness and shall be responsible for providing the Board's Thomasville onsite medical personnel with records of those residents suffering from mental illness for the purpose of developing appropriate treatment plans. Contractor shall also assist, as necessary, the Board's onsite medical personnel/nursing staff, who will be responsible for overseeing the administration of prescribed medication.

Only qualified personnel will serve in positions onsite. Vendor will be responsible for recruiting qualified personnel to ensure the availability and maintenance of adequate staffing levels. A minimum of five (5) treatment counselors, six (6) case managers, a receptionist, a program director, a client activities coordinator, and a mental health specialist (whether by those specific titles or equivalent others) will be required to serve the LIFE Tech residential population. The Department of Mental Health mandates certain requirement for these positions.

Vendor must provide along with the proposal an up-to-date resume of any individual, including any subcontractors, who would be performing services under any executed contract.

Vendor must submit evidence of appropriate licensure or certifications of any individual, including any subcontractors, who would be performing services under any executed contract.

Vendor's personnel serving onsite must be certified to perform the services of each of the positions listed above, including any specialized certifications required for performing assessments and handling specialized groups of residents, including those with mental illness, as required by the Alabama Department of Mental Health, Alabama law, and any other applicable federal, state, and local, laws, rules, and regulations.

Facilities will be provided by the Board for group sessions and staff offices. However, items such as phones, computers, copiers, fax machines, treatment materials, furniture, transportation and other office supplies will be the responsibility of Vendor, along with phone and Internet service.

Liability insurance will also be the responsibility of the contract provider. Vendor must provide evidence of adequate insurance with its proposal and maintain adequate insurance coverage for the entire duration or any executed contract.

Vendor must include with its proposal a proposed budget, including anticipated program start-up and personnel costs. Vendor must specify anticipated time requirements for services and provide all applicable hourly rates and any breakdown of costs (direct and indirect) based on the services that will be required. If multiple individuals may provide service under an executed contract, this information must be provided for each such individual. Vendor should identify a single per hour contract rate for services, which will include all direct and indirect costs.

### **Statement of Work**

In its proposal, Vendor must adequately address each of the following:

- (1) Please provide a summary of services to be provided by Vendor that meet the above requirements, highlighting any of Vendor's strengths and identifying any known weakness or inability to provide part or all of the services requested (whether mandatory or preferred).
- (2) Discuss Vendor's philosophy, plan, goals, and objectives.
- (3) Describe Vendor's experience relative to providing required services.
- (4) Explain how Vendor measures treatment outcomes for services rendered.
- (5) Provide a detailed description of services and methods proposed by Vendor.
- (6) Describe Vendor's assessment process, including any instruments and procedures to be used, as well as how data collected will be integrated into the delivery of services.
- (7) Describe Vendor's treatment plan and planning process, including methods employed for engaging residents and any involvement or requirements of individual residents, residents' families, the justice system, community, etc. Treatment plans must reflect the above requirements and address the needs of the target population. Treatment provided must be grounded in theory based upon verifiable research and/or data.
- (8) Describe how planned internal and/or external collaborative relationships will enhance services provided. Specifically list all agencies, organizations, community, and/or other resources with which you have formal collaborative agreements, the needs these resources will address, and how the services will be accessed. At a minimum, Vendor must include a copy of any collaborative agreements. If formal agreements are not in place, please include letters of intent, along with a detailed description of the arrangement. A formal agreement may be required by the Board depending on the type of arrangement.
- (9) Describe procedures Vendor will use to assure residents are discharged with a strong support system.
- (10) Discuss any limits of Vendor to participation by residents, as well as any discharge criteria.
- (11) Discuss mechanisms used by Vendor for clinical, fiscal, physical, and quality control, including how Vendor will incorporate input/feedback into the planning, design, improvement, and implementation of services. Vendor must minimally evaluate the following key indicators: satisfaction of residents, satisfaction of LIFE Tech staff, satisfaction of community linkage agencies, number of residents successfully completing, re-arrests, re-incarcerations, maintenance of sobriety, stable mental and emotional functioning, and family reunification.
- (12) Identify all personnel that will contribute, in any way, to services provided by Vendor, including whether positions are full-time or part-time and/or contract or subcontract and job descriptions for those positions. Describe Vendor's plan to maintain adequate personnel, as well as Vendor's initial and ongoing staff training and development process. Vendor must provide a sample weekly chart of staff coverage, as well as an organizational chart showing how those personnel providing services under any executed contract are organized within Vendor's organization. Vendor must identify credentials and qualifications of all personnel included in the staffing plan and provide evidence of required licensure or certification.
- (13) Provide the earliest "start date" by which Vendor could begin providing services under any executed contract (irrespective of requisite state government approvals and processes by which to obtain them). Identify potential barriers or anticipated delays.
- (14) Provide a detailed, line-item annual budget for Vendor's planned services, including personnel costs, listing salaries, fringe benefits, and any other anticipated expenditures. A narrative budget justification/explanation must be provided for each line.

### **Proposed Contract/Contract Term/Effective Date**

Upon acceptance of the vendor's proposal by the Board, the parties will execute a formal contract, in writing, duly signed by the proper parties thereto, which shall be subject to review by the Legislative Contract Review Oversight Committee and the approval and signature of the Governor of the State of Alabama. Vendor will assume responsibility for providing services under the executed contract on the effective date of the contract, which will be the date of approval and signature of the Governor of Alabama or his designee. The executed contract will not be effective until it has received all requisite state government approvals. Vendor shall not begin performing services thereunder until notified by the Board. Vendor will not be entitled to compensation for work or services performed prior to the effective date of the contract.

This RFP does not, by itself, obligate the Board; such obligation shall commence only upon the execution of any approved contract. However, part or all of this RFP may be incorporated into any executed contract. The Board hereby reserves the right to add terms and conditions during contract negotiations, within the scope of this RFP.

The anticipated contract term for this RFP is for a period of one (1) year, with an option to renew for an additional year.

If provided for in any executed contract, ABPP has the sole option to exercise renewal options. Unless otherwise provided by any executed contract, the holding over of the contract, excluding any exercised renewal options, will be considered a month-to-month extension and all other terms and conditions shall remain in full force and effect.

### **Form and Content of Proposals**

One (1) original paper or hard copy of the proposal must be submitted along with five (5) paper or hard copy proposals, including copies of completed/notarized required documents. The proposal package must be properly labeled on the with vendor's name, proposal opening date, and RFP name. Failure to submit the required number of copies in this requested format may prevent a vendor's proposal from being evaluated within the allotted time.

An authorized representative of vendor must sign the original proposal with any changes made in ink in all required places. The proposal must address all requirements of this RFP and provide all information requested. Failure to comply with the requirements of the RFP in the proposal response may result in the disqualification of vendor's proposal. RFP name, proposal opening date, and time must be on the outside front lower left corner of the sealed envelope/package containing the proposal. Proposals submitted on reduced and/or mutilated forms will be rejected. Proposals submitted by "Express/Overnight" services must be in a separate inner envelope/package, sealed, and identified as stated above.

Vendor's proposal must include the complete name, address, mailing address, and telephone number of the person the Board should contact regarding the proposal.

Vendor's proposal must include an original signature and notarization on the enclosed Vendor Authorization Form to Submit Proposal (Appendix A) and Vendor Disclosure Statement (Appendix B), both of which must be returned with the proposal. The "Proposal Box" must be checked on the Vendor Disclosure Statement submitted along with vendor's proposal. Please note that a separate Vendor Disclosure Statement (with the "Contract Box" checked) must be completed by the successful vendor to accompany any executed contract. Also, if vendor so prefers, an electronic copy of the Vendor Disclosure Statement is available through the Alabama Attorney General's website, [http://www.ago.state.al.us/ag\\_items.cfm?Item=70](http://www.ago.state.al.us/ag_items.cfm?Item=70), along with directions for completion. A copy of the successful vendor's completed disclosure statement shall be filed with the Board and the Alabama Department of Examiners of Public Accounts and submitted to the Contract Review Permanent Legislative Oversight Committee. Any disclosure statement filed pursuant to Alabama Code Section 41-16-85 shall be public record.

Vendor will complete an Immigration Status certification form (Appendix C).

A valid tax ID (W-9 is attached as Appendix D) must be submitted with vendor's proposal or within five (5) days of the Board's request.

If applicable, a Corporate Acknowledgment Statement must also be completed and included with the proposal, see Appendix E.

### **Date Proposals Received**

Proposals will be received until **Monday, August 15, 2011 at 4:30 p.m.** Proposals must be received by this date and time to be considered by the Board.

### **Return Proposals to:**

ATTN: Joeretta Smith  
Legal Division  
Alabama Board of Pardons and Paroles  
310 S. Ripley Street, Bld D  
P.O. Box 302405  
Montgomery, Alabama 36130

*\*Proposals may be returned via Express/Overnight mail to street address only!*

### **Proposal Opening**

Properly identified proposals will be securely kept and will remain unopened until time of proposal opening on **Tuesday, August 16, 2011 at 8:30 a.m.** The Board does not accept responsibility for the premature openings of a proposal not properly identified or the late arrival of a proposal for whatever reason. Proposal opening will be in the ABPP Board Room. Proposal opening will be in an Open Public Meeting, making information public to those interested respondents who may be present either in person or by representative. Proposal opening is not to be construed as meaning any vendor meets all specifications as set out in the proposal.

### **Request to Modify or Withdraw Offer**

Vendor may make a written request to modify or withdraw the offer at any time prior to opening. No oral modifications will be allowed. Such requests must be addressed and labeled in the same manner as the original proposal and plainly marked Modification to (or Withdrawal of) Proposal. Only written requests received by the Board prior to the scheduled opening time will be accepted. The Board will supplement original proposals received with accepted written modification requests.

### **Suspected Errors/Clarification**

If a vendor suspects an error, omission, or discrepancy in this solicitation, vendor must immediately notify the Board's designee in writing, Joeretta Smith, at the above stated address or by e-mail ([Joeretta.Smith@alabpp.gov](mailto:Joeretta.Smith@alabpp.gov)). ABPP will issue written instructions if appropriate and make any necessary changes available to all interested parties by posting the same on the Board's website, <http://www.pardons.state.al.us/>.

If a vendor considers any part of the RFP unclear, that vendor is expected to make a written request for clarification, prior to the submission of the proposal. The Board will respond in writing or by e-mail to all such requests if a response is deemed appropriate. The Board's response will state the request for clarification followed by a statement of clarification. A copy of the response will be provided to all eligible vendors.

The deadline for submitting such questions is **4:30 p.m. on Wednesday, August 10, 2011**. Questions should be submitted in writing to Joeretta Smith at the above listed e-mail address. ABPP's response to questions will be provided no later than **24 hours from the submission deadline**.

### **Amendments**

Amendments to this RFP, if issued, will be mailed to all interested vendors registered through the Alabama Department of Finance's Purchasing Division as required. The amendment(s) will incorporate the clarification or change and provide a new date and time for new or amended proposals.

### **Proposal Firm Time**

The proposal will remain firm and unaltered after opening for one-hundred and twenty (120) days after the proposal due date or until ABPP signs a contract with another vendor, whichever is earlier. ABPP may accept vendor's proposal at any time during the proposal firm time, subject to successful contract negotiations.

### **Evaluation and Method of Selection**

The Board will designate a Proposal Evaluation Committee to be made up of at least four (4) members of ABPP Senior Staff. The Board reserves the right to include a designee from the Department of Mental Health to participate in proposal evaluations.

Vendor selection will be based on the proposal that meets or exceeds the requirements set forth in this RFP. Proposals will be evaluated based on the quality and completeness of the information provided. Vendors must provide comprehensive statements that illustrate their understanding of the proposed contractual requirements. ABPP may seek clarification of a proposal from any vendor at any time; Vendor's failure to timely respond is cause for rejection. Clarification is not an opportunity to modify a proposal.

ABPP may request an oral presentation or conduct interviews to support vendor's written proposal.

Any vendor whose proposal does not meet the mandatory requirements and does not provide a primary proposal that meets all the required specifications of the RFP will be considered non-compliant.

Proposal evaluations will be scored and based on the response to the requirements of this RFP and held as the primary proposal. Alternative proposals will not be considered as the basis for the evaluation of the successful vendor. All proposals received will become the property of ABPP. ABPP further reserves the right to use for its benefit the ideas contained in proposals received. After the evaluation of proposals received and selection of the successful vendor, all vendors who submitted proposals will be notified in writing regarding the selection and the award will be posted on the agency's website.

Upon ABPP selecting a vendor's proposal for contract negotiations, ABPP will send vendor written notice. Notice letters sent or posted during proposal firm time, or during any extension thereof, will extend the proposal firm time until such time as ABPP signs a contract or determines negotiations with vendor have failed. Receipt or posting of a notice of award is not the equivalent of a contract with ABPP.

ABPP anticipates making a vendor selection within no more than **48 hours** from the date scheduled for proposal opening, but reserves the right for an extension of time as required.

### **Evaluation Criteria**

- Experience, Expertise, Knowledge, Stability, and Reputation of Vendor (35%)
- Understanding and Responsiveness to RFP (25%)

- Proposed Budget (40%)

### **Responsibility to Read and Understand RFP**

By responding to this solicitation, Vendor will be held to have read and thoroughly examined the RFP. Failure to read and thoroughly examine the RFP will not excuse any failure to comply with the requirements of the RFP or any resulting contract, nor will such failure be the basis for any claim for additional compensation.

### **Contract Negotiations**

The selected vendor may be required to enter into contract negotiations at the discretion of ABPP. If an agreement cannot be reached to the satisfaction of ABPP, the Board may reject vendor's proposal or revoke the selection and begin negotiations with another qualified vendor. Any proposed changes, as well as the final contract, must be approved and signed by the appropriately authorized State of Alabama and ABPP official(s).

If Vendor begins any billable work prior to final approval and execution of a contract, vendor does so at its own risk. Vendor's contract, itself, will not be effective until it has received all requisite state government approvals, which includes the signature of the Governor of the State of Alabama, and vendor is entitled to no compensation for work or services performed prior to the effective date of the contract.

*The Board anticipates submitting any executed contract to the Legislative Oversight Review Committee for approval by the deadline for September's Contract Review Meeting (on September 8, 2011, 1:00 p.m.). As such, any awarded contract must be executed by ABPP and the successful vendor, and all requisite forms submitted, **before August 29, 2011** for timely submission.*

### **Standard Contract Terms**

A standard agency contract will be required.

### **Point of Contact**

ABPP will consider the person who signs Vendor's proposal to be the contact person for all matters pertaining to the proposal unless vendor expressly designates another person in writing. By signing the proposal, Vendor agrees to be bound by all terms and conditions of the RFP. Any exceptions to the specified terms and conditions must be clearly set forth within Vendor's proposal. Vendor may be deemed non-responsive if its proposal contains exceptions to the terms and specifications of the RFP.

### **Reservations**

ABPP hereby reserves the right to cancel this RFP, reject any or all proposals, to reject individual proposals for failure to meet any requirement; to award by item, part or portion of an item, group of items, or total; and to waive minor defects and/or seek additional proposals and also reserves the right to award one or more professional service contracts that ABPP determines to be in the best interest of the state and ABPP. All services may be awarded to one (1) professional service provider or ABPP may award different services described in the RFP to different providers.

ABPP reserves the right to award the contract to a vendor other than the lowest-priced vendor, if a higher-priced proposal provides the best value as determined by ABPP.

Submission of a proposal confers on Vendor no right to a selection or to a subsequent contract.



This process is only for the benefit of ABPP and is to provide ABPP with competitive information to assist in the selection process. All decisions on compliance, evaluation, terms, and conditions will be made solely at the discretion of ABPP.

**Payment of Costs**

ABPP is not responsible for and will not pay or reimburse any associated cost incurred by Vendor in the preparation and submission of Vendor's proposal or in any processes associated with Vendor's participation, regardless of whether Vendor is selected.

**APPENDIX A**

**VENDOR AUTHORIZATION TO  
SUBMIT PROPOSAL**

\_\_\_\_\_ agrees to furnish the services described  
in this proposal in response to the ABPP, Psychological Services RFP, dated \_\_\_\_\_  
and guarantees that this proposal meets or exceeds all specifications, terms, conditions, and  
requirements listed therein.

I hereby affirm I have not been in any agreement or collusion among or in restraint of freedom of  
competition by agreement to respond at a fixed price or to refrain from responding or otherwise.

\_\_\_\_\_ Authorized Signature (ink)

\_\_\_\_\_ Authorized Name (typed)

\_\_\_\_\_ Title of Authorized Person

Name/Company Name \_\_\_\_\_

(Business) Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Prospective Respondent's Telephone Number \_\_\_\_\_.

Date \_\_\_\_\_

-----  
Sworn to and subscribed before me and given under my hand and official seal this the

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

**APPENDIX B**  
**Vendor Disclosure Statement**

**APPENDIX C**  
**Immigration Status**

**APPENDIX D**  
**W-9**

**APPENDIX E**  
**Corporate Acknowledgment Statement**